



Boone Career and
Technical Center
Your Goals. Our Mission.

Work-Based Activities Plan

Scope of Services:

The Work-Based Activities Plan is designed to ensure that students experience a real-world environment in their field of study utilizing the knowledge and skills attained in the program. All adult programs at BCTC have internal work-based activities in their curriculum.

The cosmetology program has a full-service salon that operates during school hours. All work done in the salon is performed by students under the supervision of their instructors.

The practical nursing and phlebotomy technician programs have external clinical internships that require an affiliation agreement. Work-based activities in each program allow the students to relate theory to practical application in a professional setting, and demonstrate competencies, work habits, and attitudes needed for employment.

The truck driving program's work-based activities include all components of commercial driving. Every vehicle has a licensed instructor to supervise student activities.

The welding program fabricates many products for local industries. All work is performed by students under the supervision of the instructor.

Budgetary Resources:

The WVDE and Boone County Schools allocate the funds for instructor salaries and expenses associated with the administration of work-based activities. Equipment and supplies needed for internal work-based activities are purchased using Advanced Career Education Program Block funds.

Major Activities:

Each work-based activity includes the following components: objectives, experiences, competencies, and evaluation.

- The program instructor plans internal and external work-based activities.
- An affiliation agreement for each external agency is generated, signed by all parties, and kept on file on the main campus of BCTC.

- Students performing internal work activities are supervised by the program instructor.
- Students are assigned to external work sites by the program instructor who coordinates with agency personnel to communicate objectives for training.
- A training agreement listing work-based expectations and competencies to be met must be completed by each student who participates in an external work-based activity.
- Faculty, work-based activity preceptors, and students all provide feedback to evaluate work-based experiences.

Review/ Evaluation/ Revision

Work-based activity plans are shared with program advisory committee members and annually. The plan is reviewed and revised as needed by the BCTC director/administrator and program instructors. Adult program instructors engaged in the supervision of work-based activities maintain the appropriate licensure and/or certification. An on-site employer representative or preceptor is designated at each external worksite and assists in overseeing the plan.

For programs with external work-based activities, the program instructor visits these sites regularly and communicates with agency representatives about the plan. Tools used to determine continuous improvement/revisions include student surveys, placement data, and licensure/ certification results.